

 <div>City of Beverly Municipal Inspections 191 Cabot Street Beverly, MA 01915</div>	<div>Required Building Permit Application Information</div> <div>For All 1- and 2-Family Dwelling Projects</div>							
Project Description	Building Permit Application	Construction Supervisor's License ¹	Home Improvement Contractor's Registration ²	Worker's Compensation Insurance Affidavit ³	Construction Plans (3 copies) ⁴	Energy Worksheet ⁵	Certified Plot Plan ⁶	Historic Districts Approval ⁸
New house	YES	YES	NO	YES	YES	YES	YES	AA
Addition	YES	YES	YES	YES	YES	YES	YES	AA
Interior alteration - non-structural	YES	NO	YES	YES	YES	NO	NO	NO
Interior alteration - structural	YES	YES	YES	YES	YES	NO	NO	NO
Exterior alteration - non-structural	YES	NO	YES	YES	YES	NO	AA	AA
Exterior alteration - structural	YES	YES	YES	YES	YES	NO	AA	AA
Remodel (i.e. kitchen/bath)	AA ⁹	NO	YES	YES	AA ⁹	NO	NO	NO
Change of Use	YES	NO	NO	NO	YES	NO	NO	NO
Accessory structure (greater than 120 s.f.)	YES	YES	YES	YES	YES	AA	YES	AA
HVAC system	AA ¹⁰	NO	NO	YES	AA ¹⁰	NO	AA ¹⁰	AA
Energy conservation systems	AA ¹⁰	NO	NO	YES	AA ¹⁰	NO	AA ¹⁰	AA
Roofing	YES	NO	YES	YES	NO	NO	NO	AA
Siding	YES	NO	YES	YES	NO	NO	NO	AA
Landscaping	AA	AA	NO	YES	AA	NO	AA	AA
Interior painting or wall covering	AA ¹¹	NO	NO	YES	NO	NO	NO	NO
Exterior painting	NO	NO	YES	YES	NO	NO	NO	NO
Finished flooring	YES ¹²	YES ¹²	NO	YES	NO	NO	NO	NO
Fence or free-standing wall over 6' high	YES	AA ¹³	NO	YES	YES	NO	YES	AA
Retaining wall 4' or more in height	YES	YES	YES	YES	YES ¹³	NO	YES	AA
Replacement windows (in existing opening)	YES	NO	YES	YES	NO	NO	NO	AA
Above-ground pool	YES	NO	NO	YES	YES	NO	YES	AA
In-Ground pool	YES	NO	YES	YES	YES	NO	YES	AA
Shutters or awnings	AA ¹⁴	NO	NO	YES	AA	NO	NO	AA
Deck	YES	YES	YES	YES	YES	NO	YES	AA
Ground level patio, walkway, driveway	NO ¹⁵	NO	NO	YES	NO	NO	NO	AA
Temporary tent ¹⁶	YES	NO	NO	YES	NO	NO	NO	NO
Demolition ¹⁷	YES	YES	NO	YES	AA	NO	YES	AA
Ordinary repairs (see code for definition)	NO	NO	AA ²	YES	NO	NO	NO	NO
Signage ¹⁸	AA	NO	AA	YES	YES	NO	AA	AA
Solid fuel appliance/insert	YES	NO	YES	YES	YES	NO	AA	AA
Chimney liner	YES	NO	YES	YES	NO	NO	NO	NO
Chimney	YES	YES	YES	YES	YES	NO	AA	AA
Basement waterproofing	YES	AA	YES	YES	AA	NO	NO	NO

Notes:
AA = As Applicable
Approval of other departments may be required, even when not indicated above. Electrical, plumbing, gas, and mechanical permits are also required where applicable.

- Unless a homeowner wishes to utilize the Construction Supervisor exemption.
- A homeowner performing his/her own work on his/her own dwelling does not need an HIC Registration. However, if the homeowner contracts with another, that contractor needs an HIC Registration if contract is for work of \$500 or more. For work of \$1000.00 or more, a written contract is required by MGL c.142A. The HIC contractor, and not the homeowner, must obtain all permits per MGL c142A
- Worker's Compensation Insurance is required per MGL c 152 s 25C(6), unless exempt. Proof of insurance or statement of exemption must be submitted with building permit application.
- Plans generally do not require an architect's or engineer's stamp. However, if there is something unique about the construction, a stamp may be required. When work is of a minor nature, plans may be waived.
- Submit applicable energy worksheets
- See Beverly Building Notes BN-06 for plot plan requirements.
-
- Historic Districts Commission (HDC) approval is required for all exterior changes that are within a designated historic district and which are visible from a public way/space. Approval must also be obtained for demolition of any structure that is 50 years or older, in any area of the city. Approval must be obtained prior to application for a building/demolition permit
- Remodeling a kitchen or bath generally will require a building permit (along with plumbing and electrical permits). However, if work is limited solely to replacing existing fixtures a building permit is not required
- The installation of HVAC and energy conservation systems may require a building permit if the system will affect the structure. Also, mechanical, electrical and plumbing permits may be required
- Flamespread of interior wall coverings is governed by the State Building Code. Some changes to the wall coverings may require a permit.
- If underlayment is involved
- An architect or engineer's stamped plans are required if the wall is 10' or more in height, as measured from the bottom of the footing to the top of the wall. A construction supervisor's license is not required for cases where an architect/engineer is required
- Shutters and awnings must comply with zoning setback requirements. Awnings require a building permit.
- Pavement for a driveway must satisfy zoning setback requirements. Permits from Engineering Dept. may be required for work in the public way
- For tents, submit a certificate of flame resistance along with building permit application
- For a total demolition, a separate permit is required. Submit a demolition sign-off sheet indicating that all utilities have been disconnected
- Signage must comply with the zoning by-law